

Washington County

Job Description



Title:	Corrections Officer	Code:	
Division:	Corrections	Effective Date:	11/11
Department:	Sheriff	Last Revised:	
Career Serv:	Yes	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of law enforcement duties related to the security, safety, order, operation and maintenance of county jail facilities, including incarceration and detention of prisoners.

SUPERVISION RECEIVED

Works under the general supervision of a Sergeant, Lieutenant or assigned supervising officer.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Corrections: Guards inmates in county jail or on outside work crews in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during detention; resolves inmate disputes.

Performs various tasks associated with inmate admissions; books prisoners; reviews offense status and classification (violent, non-violent, etc.) to determine appropriate level of security and confinement; computer enters court commitments, releases, bail, and related inmate information into Spillman.

Observes conduct and behavior of inmates to prevent disturbances and escapes; documents observations; searches inmates (VBC's) and cells for contraband articles; patrols assigned areas for evidence of forbidden activities, infractions of rules and unsatisfactory attitudes or adjustment of prisoners, and reports observations to supervisor; performs inmate supervision during recreation and meal period.

Inspects locks, window bars, grills, doors and gates for tampering, employs weapons or force to maintain discipline and order among prisoners if necessary.

Secures all valuables and/or belongings and follows standard procedures designed for the disposing or maintaining of the same; orders and serves meals to prisoners and provides or obtains medical aid if needed; administers medication as prescribed by doctor.

Prepares arrest records including reports, bookings, releases, fingerprinting and mug shot photograph (identifying the prisoner and charge against him/her); assists in the maintenance of various records and information reporting materials and data base.

Coordinates with records, control center and Transport Coordinator as needed to monitor the current status transport assignments; organizes transport schedules shuttling inmates to various scheduled appearances or appointments, i.e., court hearings, medical treatment, pharmacies, psychological evaluations, attorney offices, and between jail facilities; performs extradition of individuals arrested under a county warrant; coordinates with various local, state and federal agencies as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduate from high school, or GED; a citizen of the United States;

AND

B. No Experience Necessary.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of modern office practices and procedures, grammar, spelling and punctuation; dispatch communication equipment; elementary first aid techniques and procedures; clerical processes and procedures; standard office equipment and machinery.

Ability to communicate effectively both verbally and in writing; establish and maintain working relationships with inmates, the public and other departments; restrain physically violent prisoners; react quickly to various situations under conditions of stress.

3. Special Qualifications:

Must be at least 21 years of age. Must pass an extensive background investigation. Must possess a valid Utah State Drivers License. Must be Corrections P.O.S.T. certified within one year of date of appointment. Must work rotating shift work. Must work on-call 24 hours. Must complete 40 hours of training per year to maintain certification.

4. Functions of the position generally performed in a controlled environment. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.